



DEFENSE LOGISTICS AGENCY  
DEFENSE NATIONAL STOCKPILE CENTER  
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IN REPLY  
REFER TO

DNSC-E

MAR 07 2005

MEMORANDUM FOR ALL DNSC STAFFED DEPOTS

SUBJECT: DEPOT POLLUTION PREVENTION AND RECYCLING PROCEDURE

DNSC has initiated several projects that utilize best management practices so we may be in compliance with DNSC's Environmental, Safety and Occupational Health Policy Statement. We also are committed to the prevention of pollution and protecting and conserving natural and cultural resources by promoting environmental stewardship within DNSC and the surrounding community. There are several key areas that we must concentrate and employ and are as follows:

1. Purchase recyclable products and supplies when available.
2. Employ product substitution when considering recycling or when a non-hazardous substance can be substituted for a hazardous material in your operation and still achieves the same results.
3. Consider a process change through engineering updates if a better way can be developed to perform your daily activities that can prove to be more environmentally friendly than the previous operation(s).
4. Recycle per the bullets referenced below as another important method in the prevention of pollution.
5. Think "GREEN" in all your purchases and activities at your depots in order to protect the environment and the prevention of pollution.
6. All hazardous and non-hazardous waste created by the depots will be properly prepared for shipment and documented and disposed of in accordance with all applicable Federal, State and Local rules and regulations.

The following recycling projects will be initiated and maintained by all the DNSC staffed depots effective the date of this procedure;

Federal Recycling Program



Printed on Recycled Paper

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1. DEPOT OFFICE PAPER RECYCLING:

We will purchase only recycled paper products and supplies when available. A large container will be positioned in the main office area as a collection point. The office staff as well as depot field personnel are to recycle any used office paper when generated.

2. DEPOT ALUMINUM CAN RECYCLING:

A container labeled "Recycling Aluminum Cans" will be placed in the depot break area or as designated and will act as a deposit point for all aluminum cans recycled.

3. DEPOT INK CARTRIDGE RECYCLING:

A central location in the main office area will be designated as the collection point for used ink cartridges that are to be recycled.

4. DEPOT PLASTIC RECYCLING:

A location in the break room or as designated will be utilized as a deposit point for plastic bottles or any other plastic items for recycling. This container can be labeled "Plastic Recycling" or whatever manner you decide to mark this container.

5. PROPER HANDLING OF UNIVERSAL WASTES PER 40CFR273.1 THRU 40CFR273.80:

This covers the proper handling of mercury containing florescent light tubes. Any nickel, cadmium, lead, acid and mercury containing batteries. Pesticides and mercury containing thermostats. All depot personnel received documented training on the proper handling of universal waste in October 2004. Comply with this training.

We welcome and encourage suggestions and comments from our staff and the community on recycling possibilities, conserving energy, prevention of pollution and any best management practices that we can install in order for us to reduce our solid waste to the landfill thus enabling us to continue to be responsible stewards on preserving our nation's natural resources for many years in the future.



F. KEVIN REILLY  
Director,  
Directorate of Environmental  
and Safety Management

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